



## **HUMAN SERVICES COMMISSION MINUTES**

**April 14, 2016- 6:30 p.m.**

### **CALL TO ORDER**

Chair McGregor called the April 14, 2016 regular meeting of the Human Services Commission to order at 6:36 p.m.

### **MEMBERS PRESENT**

Emily Bykonen, Melissa Edlund-Oakley, Leslie Hamada, Kasia Kelley (arrived at 6:43), Josh Max (arrived at 6:50), and Fran McGregor

### **MEMBERS ABSENT**

Brian Lord was excused.

### **CITY STAFF PRESENT**

Victoria Throm, Personnel & Sr. Human Services Planner

### **APPROVAL OF CONSENT AGENDA**

**UPON CONSENSUS, THE AGENDA AND MINUTES FROM MARCH 10, 2016 WERE APPROVED AS PRESENTED.**

### **PUBLIC COMMENTS**

None

### **ELECTION OF OFFICERS:**

CM Hamada nominated Fran McGregor to serve as Chair. CM Edlund-Oakley seconded. Vote: 4:0. Motion Carried.

CM McGregor nominated Leslie Hamada to serve as Vice-chair. CM Edlund-Oakley seconded. Vote: 4:0. Motion Carried.

### **ORIENTATION OF NEW COMMISSIONERS:**

Chair McGregor welcomed new commissioners Melissa Edlund-Oakley, Kasia Kelley, and student commissioner Emily Bykonen. Everyone gave an introduction of their background and why they had an interest in serving on the Human Services Commission. Chair McGregor began with a review of the Mission Statement, Responsibilities of the Commission, and Human Services Master Plan. Chair McGregor and CM Hamada presented the history and process of the human services funding cycle and agency service reports.

### **OLD BUSINESS:**

*Item 1. Confirm Site Visits to HeadStart and Children's Therapy Center*

Victoria reviewed the dates that were available for a tour of Children's Therapy Center. The best date was Friday, April 22<sup>nd</sup> at 9:30 a.m. Those who were able to attend were: Josh Max, Brian Lord (tentative), Leslie Hamada, Kasia Kelly, and Melissa Edlund-Oakley. Victoria will notify Director Jon Botten and send out a confirmation email.

Available dates to tour the Jenkins Creek HeadStart ECEAP program were discussed and Thursday, May 5<sup>th</sup> at 1:30-2:30 was chosen. Commissioners who were available were: Kasia Kelley, Leslie Hamada, Fran McGregor, Josh Max, and possibly Melissa Edlund-Oakley. Victoria will confirm the date with Director Theresa LaRonde and send out an email to the commissioners.

### **NEW BUSINESS:**

#### *Item 2. Report on the Applications for 2017-18 Funding cycle*

Application due date was April 7<sup>th</sup> and Covington received 30 applications. Victoria handed out a list of all the programs requesting funding. Of the 30 applications submitted, nine programs were either new or not funded last cycle. The YMCA Children's Services is the only currently funded program that did not reapply for funds. Victoria noted that there are five attachments required to be submitted with the application; proof of 501(c)(3) status, list of Board members, most current budget or financial statement, audit or management letter. She asked the commissioners if they wanted copies of any of these documents for application ratings. It was decided that the only document they would need for rating would be the list of Board members. Victoria will have the applications printed and rating sheets ready for the commission at the May meeting.

#### *Item 3. Review First Quarter Service Reports*

The due date for first quarter reports is April 15<sup>th</sup> so this item was tabled to the May meeting.

### **COMMENTS AND DISCUSSION OF COMMISSIONERS AND STAFF**

None

**CM HAMADA MOVED AND CM EDLUND-OAKLEY SECONDED TO ADJOURN THE MEETING AT 7:58 P.M. VOTE: 6:0. MOTION CARRIED**

Submitted by:



Victoria Throm  
Personnel & Sr. Human Services Planner